

**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Allotments</b>							
415	<p><b>Administration/Legal</b>      Absence of a completed agreement with every allotment holder.</p> <p><i>To have a completed agreement on file for every allotment holder.</i></p> <p>Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.</p>	<p>Low</p> <p>Medium</p>	3	<p>Ensure agreement completed and signed by all parties prior to occupation.</p> <p>Maintain allotment register.</p> <p>Review agreement periodically to ensure adequacy of conditions.</p>	<p>Clerk</p> <p>Clerk</p>	31/07/2019	<input type="text"/>
467	<p><b>Administration/Legal</b>      Provision of adequate insurance cover.</p> <p><i>To ensure that the council is fully protected against mandatory and other risks.</i></p> <p>Carry out an annual review of insurance cover to ensure that all appropriate risks are fully protected. Carry out annual inspection of insurance held by third parties.</p>	<p>Low</p> <p>High</p>	4	<p>Carry out an annual review of insurance cover to ensure that all appropriate risks are fully protected.</p> <p>Carry out annual inspection of insurance held by third parties.</p>	<p>Clerk</p> <p>Clerk</p>	31/03/2020	<input type="text"/>
311	<p><b>Environmental</b>      Vandalism of sites.</p> <p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Regular monitoring of sites with, where appropriate, the assistance of allotment society or relevant body. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.</p>	<p>Low</p> <p>Medium</p>	3	<p>Regular monitoring of sites with, where appropriate, the assistance of allotment society or relevant body.</p> <p>Consider physical improvements to sites.</p> <p>Liaison with local policing teams in the areas affected.</p>	<p>Clerk</p> <p>Clerk</p>	30/06/2019	<input type="text"/>
301	<p><b>Environmental</b>      Loss / Damage to water supply.</p> <p><i>To maintain adequate water supply and minimise loss/damage arising there from.</i></p> <p>Define responsibility for maintenance of water supply. Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.</p>	<p>Medium</p> <p>Medium</p>	4	<p>Define responsibility for maintenance of water supply.</p> <p>Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage.</p> <p>Ensure that system is in place to report and rectify all faults.</p> <p>Maintain such arrangements as necessary with local contractor.</p>	<p>Clerk</p> <p>Clerk</p>	30/06/2019	<input type="text"/>

214	Environmental	Untidy Plots.	Medium	4	Define responsibility. Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify allotment holder in writing of problem & serve notice if the standard of cultivation is not to an acceptable standard. Liaise where appropriate with allotment society.	Clerk	30/06/2019
		<i>To ensure that site is maintained to the required/acceptable standard.</i>	Medium				<input type="text"/>
53	Environmental	Dumping/Hazardous substances	Low	3	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Clerk	30/06/2019
		<i>To maintain acceptable standards and minimize danger arising from hazard..</i>	Medium				<input type="text"/>
448	Environmental	Vandalism.	Low	3	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate. Ensure that periodical site visits are carried out. Notice served when necessary. Liaison should take place with the local allotment society.	Clerk	30/06/2019
		<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>	Medium				<input type="text"/>
446	Environmental	Vermin.	Medium	4	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out regular physical inspection. Instigate appropriate action to deal with any identified problems.	Clerk	30/06/2019
		<i>To control and minimise impact.</i>	Medium				<input type="text"/>

449	<b>Financial</b>	Failure to collect rents & charges.	Low High	4	Define responsibility for collection of income due. Maintain proper records of income received and banked. Enforce provisions of tenancy agreements. Maintain allotment register. Follow defined procedure for outstanding debt. Enforce conditions of tenancy.	Clerk	31/03/2020
<p><i>To ensure that all income due to the council is properly collected and banked.</i></p> <p>Define responsibility for collection of income due. Maintain proper records of income received and banked. Enforce provisions of tenancy agreements. Maintain allotment register. Follow defined procedure for outstanding debt. Enforce conditions of tenancy.</p>							

310	<b>Physical</b>	Unoccupied Plots.	Medium Low	3	Currently there is a waiting list. The waiting list is updated as and when new applications received. The time taken to re-let plot varies dependant on the time potential tenants take to respond to correspondence and the time of year. Social media would be used to advertise vacant plots if appropriate.	Clerk	31/03/2020
<p><i>To control and minimise empty allotments.</i></p> <p>Currently there is an extended waiting list. The waiting list is updated as and when new applications received. The time taken to re-let plot varies dependant on the time potential tenants take to respond to correspondence and the time of year.</p>							

**Submitted to council:** \_\_\_\_\_

No of issues listed: **10**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

- How to complete (individual risk section):
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**Risk / Hazard**

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<b><u>Bonfire Celebrations</u></b>							
0	<b>Financial</b> Insurance cover.  To provide adequate protection. Ensure that appropriate insurance cover is in place as a prerequisite to events.	Medium Medium	4	Ensure insurance cover for event and individual activity as appropriate eg generators.	Clerk  Clerk	18/10/2019	<input type="checkbox"/>
0	<b>Physical</b> Health & Safety.  To maintain a high standard of Health & Safety and meet all statutory requirements.  Determine responsibility for Health & Safety. Ensure that all testing is complete. Ensure that effective safety measures are in place.	Medium Medium	4	Safety Advisory Group process undertaken. Thorough risk assessment completed and followed. Contractors assessed as competent and provide relevant documents for insurance and risk assessment.	Clerk  Clerk	22/10/2019	<input type="checkbox"/>

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<b>Car Parks</b>							
181	<p><b>Administration/Legal</b>      Failure to meet statutory requirements - parking orders etc.</p> <p><i>Council has a duty to meet all statutory requirements.</i></p> <p>Define responsibility for meeting requirements. Ensure that all service requirements are met.</p>	High High	6	<p>Define responsibility for meeting requirements.</p> <p>Ensure that all service requirements are met.</p>	Clerk Clerk	31/08/2019	<input type="text"/>
182	<p><b>Administration/Legal</b>      Failure to police/enforce regulations.</p> <p><i>To ensure proper control and operation of car parks.</i></p> <p>Make proper provision for enforcement of regulations. Define responsibility for action. Carry out regular policing of car parks. Maintain liaison with local enforcement agencies.</p>	High High	6	<p>Make proper provision for enforcement of regulations.</p> <p>Define responsibility for action.</p> <p>Carry out regular policing of car parks.</p> <p>Maintain liaison with local enforcement agencies.</p>	Clerk Clerk	31/08/2019	<input type="text"/>
193	<p><b>Environmental</b>              Fly tipping.</p> <p><i>To minimise the impact of fly tipping and associated health/safety risk.</i></p> <p>Arrange regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate.</p>	Low High	4	<p>Arrange regular site inspections.</p> <p>Arrange for safe disposal facility.</p> <p>Ensure any hazardous substances are properly dealt with.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Enforce regulations/bye-laws as appropriate.</p>	Clerk Clerk	31/08/2019	<input type="text"/>
174	<p><b>Financial</b>                      Inadequate insurance cover.</p> <p><i>To minimise risk.</i></p> <p>Carry out annual review of insurance cover and ensure that all risks have been taken into account.</p>	Medium High	5	<p>Carry out annual review of insurance cover and ensure that all risks have been taken into account.</p>	Clerk Clerk	31/08/2019	<input type="text"/>
201	<p><b>Physical</b>                      Personal injury.</p> <p><i>To minimise risk of injury to persons using council facility.</i></p> <p>Arrange regular physical inspection of car parks and maintain records. Ensure that appropriate insurance cover is held and reviewed annually. Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct practices are in place.</p>	Low High	4	<p>Arrange regular physical inspection of car parks and maintain records.</p> <p>Ensure that appropriate insurance cover is held and reviewed annually.</p> <p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct practices are in place.</p>	Clerk Clerk	31/08/2019	<input type="text"/>

**6** Define responsibility for and carry out periodic physical inspection, maintain records.  
Make arrangements for any required work to be carried out.

*To ensure that car park surfaces are maintained to the desired standard.*

Define responsibility for and carry out periodic physical inspection, maintain records.  
Make arrangements for any required work to be carried out.

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No of issues listed: **6**

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**Risk / Hazard**

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<b><u>Cemeteries/Churchyards</u></b>							
63	<b>Environmental</b>  Dog fouling.  <i>To minimize the impact of dog fouling.</i>  Consider banning dogs from cemeteries. Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	<b>High</b>  <b>Low</b>	4	Consider banning dogs from cemeteries. Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	<b>Clerk</b>  Clerk	31/08/2019	<input type="text"/>
70	<b>Physical</b>  Personal injury.  <i>To minimise the risk of personal injury to persons using council facilities.</i>  Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. If this service is contracted out please ensure that you have evidence. Please obtained a copy of the Public Liability Insurance and keep on file.	<b>Low</b>  <b>High</b>	4	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. If this service is contracted out please ensure that you have evidence. Please	<b>Clerk</b>  Clerk	31/08/2019	<input type="text"/>
72	<b>Physical</b>  Headstones/kerbstones safety survey.  <i>To minimise risk of injury.</i>  Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place.	<b>Medium</b>  <b>Medium</b>	4	Check confirmation that the church are undertaking appropriate headstone assessments.	<b>Clerk</b>  Clerk	31/08/2019	<input type="text"/>

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*No of issues listed:* **3**

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<b>Clocks</b>							
103	<b>Administration/Legal</b> Provision of adequate insurance cover.  <i>To ensure that all risks are adequately covered.</i> Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Low Medium	3	Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Clerk Clerk	31/07/2019	<input type="checkbox"/>
116	<b>Financial</b> Inadequate budget Provision.  <i>To ensure adequate budget provision.</i> Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval for any for any unexpected expense to be met from reserve.	Low Medium	3	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval for any for any unexpected expense to be met from reserve.	Clerk Clerk	30/04/2019	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 2

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**Risk / Hazard**

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<b>Code of Conduct</b>							
356	<b>Administration/Legal</b> Failure to maintain / update Register of Interests/Gifts  <i>To maintain records of members Declarations of Interest</i>  Ensure all members are aware of their statutory responsibilities. Maintain appropriate registers. Under the Localism Act 2011 all members have signed a Grant of Dispensation form. Pecuniary interests need to be declared and minuted; ensure that members are asked to leave the meeting. Non disclosable interests (of no financial benefit to the members) should be minuted if they have been declared by a member prior to the meeting.	Low  <b>High</b>	4	Ensure all members are aware of their statutory responsibilities. Maintain appropriate registers. Under the Localism Act 2011 all members have signed a Grant of Dispensation form. Make members aware that Pecuniary interests need to be declared; ensure that members are aware they must take a decision to declare an interest or to leave a meeting where they feel they	Councillor  Clerk	31/05/2019	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

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**Date:** \_\_\_\_\_

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**Risk / Hazard**

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<b>Computing</b>							
0	<p><b>Physical</b>                      Loss/damage arising from unauthorised use.</p> <p><i>Maintain security of computer.</i></p> <p>Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.</p>	<p>Medium</p> <p>High</p>	5	<p>Restrict access through use of controlled passwords. Programme periodic password change.</p> <p>Maintain physical security of computer and site.</p>	<p>Clerk</p> <p>Clerk</p>	31/12/2019	<input type="text"/>
0	<p><b>Physical</b>                      Loss arising from theft/misappropriation.</p> <p><i>Maintain adequate security of site and equipment.</i></p> <p>Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed.</p>	<p>Medium</p> <p>High</p>	5	<p>Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed.</p>	<p>Clerk</p> <p>Clerk</p>	31/10/2019	<input type="text"/>
365	<p><b>Technical</b>                      Crash of IT System.</p> <p><i>To minimise risk arising from breakdown of equipment.</i></p> <p>Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.</p>	<p>Medium</p> <p>High</p>	5	<p>Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.</p>	<p>Clerk</p> <p>Clerk</p>	31/03/2020	<input type="text"/>

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No of issues listed: **3**

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**Risk / Hazard**

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<b>Council Property and Documents</b>							
307	<b>Physical</b>  Loss of assets.  <i>To minimise the risk of loss through theft/misappropriation of assets.</i>  Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register and ensure that this is updated on a regular basis. Ensure that adequate and appropriate insurance cover is held.	Low Medium	3	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register which is updated on a regular basis. Ensure staff are aware of their responsibilities for assets eg not to leave a laptop unattended.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

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<b>Data Protection</b>							
37	<b>Administration/Legal</b> Breach of confidentiality.  To ensure that statutory requirements are met.  Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Medium Medium	4	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Clerk  Clerk	31/10/2018	<input type="checkbox"/>
	<b>Administration/Legal</b> not meeting the requirements of the GDPR  Clerk to ensure Cllrs aware of GDPR by updating as appropriate; Clerk to ensure adherence taking account of updates from NALC; Clerk to take advice on what training if any is necessary for Clerk, other staff and Councillors	Medium Medium	4	Ensure GDPR requirements are followed. Register with the ICO. Provide information and training as appropriate to staff and councillors.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

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<b>Employment of Staff</b>							
364	<p><b>Administration/Legal</b>      Failure to comply with Employment Law.</p> <p><i>To ensure that the council fulfils its responsibilities.</i></p> <p>Issue contracts of employment to all employees                      Arrange annual review of Staff Contracts of Employment                      Awareness of new legislation.                      Arrange the necessary training to fulfil requirements.                      Use relevant external advice as necessary e.g. Durham County Council.</p>	<p>Medium High</p>	5	<p>Issue contracts of employment to all employees                      Arrange annual review of Staff Contracts of Employment                      Awareness of new legislation.                      Arrange the necessary training to fulfil requirements.</p>	<p>Clerk Clerk</p>	30/06/2019	<input type="text"/>
	<p><b>Financial</b>      Overpayment or underpayment of salaries and expenses.</p> <p><i>Ensure that all payments to staff are in accordance with employment contracts approved by the council.</i></p> <p>Monthly payroll schedule to be verified by the relevant number of parties/staff.                      Monthly employers payments to be verified by the relevant third party/ies as laid out in policy.                      Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.</p>	<p>Low Medium</p>	3	<p>Monthly payroll schedule to be verified by the relevant number of parties/staff.                      Monthly employers payments to be verified by the relevant third party/ies as laid out in policy.                      Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.</p>	<p>Clerk Clerk</p>	30/09/2019	<input type="text"/>
361	<p><b>Professional</b>      Inability to recruit.</p> <p><i>To improve recruitment.</i></p> <p>Review recruitment policy.</p>	<p>Low Medium</p>	3	<p>Review recruitment policy.</p>	<p>Clerk Clerk</p>	31/07/2019	<input type="text"/>
38	<p><b>Professional</b>      Inability to retain staff.</p> <p><i>To minimise risk arising from high turnover of staff.</i></p> <p>Regular staff appraisals.                      Complete exit questionnaire.</p>	<p>Medium High</p>	5	<p>Regular staff appraisals.                      Complete exit questionnaire.</p>	<p>Clerk Clerk</p>	31/07/2019	<input type="text"/>

358	Professional	Loss of key staff.	Medium	5	Ensure procedures for key functions documented. Procedural manuals and any necessary training are provided to ensure that all key tasks can be carried	Clerk	31/07/2019
		<i>To avoid problems arising from loss of key personnel.</i>			High		
		Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.			out in the event of a sudden loss of a key member of staff and awareness that a Locum Clerk could be engaged. Passwords to relevant programmes and subscriptions to be kept by the Chair in a sealed, signed envelope in case of absolute emergency.	Clerk	<input type="text"/>
363	Professional	Lack of Employee motivation/efficiency.	Medium	5	Ensure that each employee has job description.	Clerk	30/06/2019
		<i>To meet commitment of council employment policy.</i>			High		
		Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.			Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Clerk	<input type="text"/>
352	Professional	Attacks on Personnel.	Medium	5	Ensure that an effective security system is in operation.	Clerk	30/09/2019
		<i>To protect staff.</i>			High		
		Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to take all relevant safe guides and precautions.			Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to take all relevant safeguards and precautions. Devise and implement lone working policy and	Clerk	<input type="text"/>



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*No of issues listed: 7*

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(not recorded on LCRS .

**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
0	<p><b>Administration/Legal</b> Failure to maintain record of council assets.</p> <p><i>To minimize the risk of loss associated with failure to maintain adequate records.</i></p> <p>Define responsibility for maintenance of asset register.                      Ensure that all acquisitions/disposals are accurately and promptly recorded.                      Carry our periodical inventory checks.</p>	<p>Medium</p> <p>High</p>	5	<p>Define responsibility for maintenance of asset register.</p> <p>Ensure that all acquisitions/disposals are accurately and promptly recorded.</p> <p>Carry our periodical inventory checks.</p>	<p>Clerk</p> <p>Clerk</p>	31/03/2020	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Gifts</b>							
453	Administration/Legal Failure to notify/record gifts.  To protect interest of council and members.  Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Medium Medium	4	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

How to complete (individual risk section):

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Land</b>							
25	<b>Administration/Legal</b> Maintenance of Asset Register  <i>To ensure that all assets of the council are properly recorded.</i>  Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. All assets of the council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule. All items valued at over £100 are included.	Medium Medium	4	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. All assets of the council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule. All items valued at over £100 are included.	Clerk Clerk	31/03/2020	<input type="text"/>
413	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i>  Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with antisocial behaviour. Instigate legal action against perpetrators where appropriate.	High High	6	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with antisocial behaviour. Instigate legal action against perpetrators where appropriate.	Clerk Clerk	31/03/2020	<input type="text"/>
20	<b>Environmental</b> Fly tipping  <i>To minimize risks associated with fly tipping.</i>  Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Medium High	5	Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Clerk Clerk	31/03/2020	<input type="text"/>
23	<b>Financial</b> Inadequate budget provision  <i>To ensure proper budget provision.</i>  Ensure that all anticipated income/costs are provided for in Budgetary process.	Medium Medium	4	Ensure that all anticipated income/costs are provided for in Budgetary process.	Clerk Clerk	30/04/2019	<input type="text"/>

24	Financial	Failure to review rents and other charges	Low Medium	3	<p>Ensure that all rents and charges are subject to review as part of the budgetary process.</p> <p>Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.</p>	Clerk	31/03/2020 <input type="text"/>
		<i>To ensure that all rents and charges are subject to review.</i>					
		<p>Ensure that all rents and charges are subject to review as part of the budgetary process.</p> <p>Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.</p>					
26	Financial	Failure to collect income	Low Medium	3	<p>Maintain records of all rents, tithes etc. due from land holdings.</p> <p>Ensure that conditions of contracts are adhered to.</p> <p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Ensure receipts are issued for all income received. Arrange for prompt banking of all income.</p> <p>Ensure procedures are in place for issue of reminders for unpaid income. Follow defined</p>	Clerk	31/03/2020 <input type="text"/>
		<i>To minimize risk of loss.</i>					
		<p>Maintain records of all rents, tithes etc. due from land holdings.</p> <p>Ensure that conditions of contracts are adhered to.</p> <p>Define responsibility for collection of income</p> <p>Ensure that all income due to the council and received is properly recorded.</p> <p>Ensure receipts are issued for all income received. Arrange for prompt banking of all income.</p> <p>Ensure procedures are in place for issue of reminders for unpaid income. Follow defined</p>					
239	Physical	Public/Personal Injury	Medium High	5	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools/equipment are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are minimised and eliminated wherever possible.</p> <p>All training records are held on personnel files. An Accident Book is held to record any injuries.</p> <p>Individual responsibilities are identified in job description. Council holds adequate insurance</p>	Clerk	31/03/2020 <input type="text"/>
		<i>To minimize risk of injury.</i>					
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Medium Medium	4	<p>Define responsibility for maintenance and ensure that a planned programme is in place.</p> <p>Ensure that any service contracts are properly signed and sealed.</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.</p>	Clerk	30/09/2019 <input type="text"/>
		<i>To ensure proper maintenance of council owned assets.</i>					
		<p>Define responsibility for maintenance and ensure that a planned programme is in place.</p> <p>Ensure that any service contracts are properly signed and sealed.</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.</p>					

*To ensure proper maintenance of council assets.*

Determine responsibility for maintenance and ensure that a planned programme is in place.

Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage.

Ensure that any service contracts are place.

All public furniture owned by the council are listed on the Assets Register.

Arrange regular inspection of seats etc

and maintain adequate records of

inspection. Arrange for prompt repairs

to damage.

Ensure that any service contracts are

place.

All public furniture owned by the

council are listed on the Assets

**Submitted to council:** \_\_\_\_\_

*No of issues listed: 9*

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.

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3. Action by date - the proposed date that this action should be completed by.

4. Action completed - that the proposed action has been taken (ticked)

(not recorded on LCRS .

**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Litter</b>							
225	<b>Administration/Legal</b> Inefficient service provision  <i>To employ trained/experienced personnel.</i>  Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues All staff have a written contract of employment. Protective clothing and personal safety equipment issued to all operational staff.	Medium Medium	4	Ensure service is contracted.	Clerk  Clerk	30/04/2019	<input type="text"/>
1	<b>Environmental</b> Vandalism/theft/damage  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i>  Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Medium Medium	4	Ensure issues are reported to county council as soon as they arise.	Clerk  Clerk	31/03/2020	<input type="text"/>
3	<b>Environmental</b> Unauthorised Fly posting/nuisance.  Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Notify county council of issues as soon as they arise.	Clerk  Clerk	31/03/2020	<input type="text"/>
0	<b>Financial</b> Inadequate budget provision  <i>To ensure adequate funding.</i>  Ensure that service requirements are included in budgetary process.	Medium Medium	4	Ensure budget allocation.	Clerk  Clerk	30/03/2019	<input type="text"/>
2	<b>Physical</b> Failure to empty  <i>To maintain high standard of service provision.</i>  Define responsibility for clearing bins Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation.	Medium Medium	4	Ensure contracted service is being delivered.	Clerk  Clerk	30/04/2019	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: **5**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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## Local functions

464	Administration/Legal	Low Medium	3	Defibrillators to be checked weekly and an annual service to be carried out.	Administrator	31/03/2020	<input type="checkbox"/>
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*This record is created to allow any non listed Function to be added to the system.*

Amend to your local requirement.

For information / set-up purposes.

Administrator

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** \_\_\_\_\_

**Signed by responsible Finance officer:** \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Newsletters</b>							
0	<b>Financial</b> Failure to collect income from advertising etc  To maximise income and minimize loss.  Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Ensure receipts are issued for all income received. Arrange for prompt banking of all income. Ensure procedures are in place for issue of reminders for unpaid income. Follow defined procedure for reminders.	Low Medium	3	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Ensure receipts are issued for all income received. Arrange for prompt banking of all income. Ensure procedures are in place for issue of reminders for unpaid income.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>
0	<b>Financial</b> Inadequate budget provision  To ensure review of service requirement.  Ensure that service requirements are included in budgetary process.	Medium Medium	4	Ensure that service requirements are included in budgetary process.	Clerk  Clerk	30/04/2019	<input type="checkbox"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 2

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: Cllr. Stuart Dunn \_\_\_\_\_

Signed by responsible Finance officer: Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Open spaces</b>							
433	<b>Environmental</b> Fly tipping  <i>To minimise the impact of fly tipping and associated health/safety risk.</i> Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate. Regular liaison with local enforcement agencies.	<b>Medium</b> <b>High</b>	5	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate. Regular liaison with local enforcement agencies.	<b>Clerk</b>  Clerk	30/06/2019	<input type="checkbox"/>
0	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i> <i>To minimise risk arising from anti-social behaviour.</i> Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>Medium</b> <b>High</b>	5	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>Clerk</b>  Clerk	31/10/2019	<input type="checkbox"/>
441	<b>Physical</b> Personal injury.  <i>To minimize the risk of personal injury to persons using council facilities.</i> Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place.	<b>Medium</b> <b>Medium</b>	4	Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance	<b>Clerk</b>  Clerk	31/10/2019	<input type="checkbox"/>
315	<b>Physical</b> Property Maintenance  <i>Top ensure that all council assets are properly maintained.</i> Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing.	<b>Medium</b> <b>Medium</b>	4	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing.	<b>Clerk</b>  Clerk	31/10/2019	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

*No of issues listed:* **4**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Provision of Office Accommodation</b>							
349	Physical Poor Office Conditions  <i>All office accommodation to be of a good standard</i> Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	High Medium	5	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Clerk Clerk	31/03/2020	<input type="text"/>
350	Physical Poor/Faulty Office Furniture  <i>To maintain approved standards for office furniture and fittings.</i> Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Medium Medium	4	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Clerk Clerk	31/03/2020	<input type="text"/>
0	Physical Fire  <i>To safeguard against fire risk.</i> Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Fire alarm tested weekly. Fire drills held on a regular basis Provide appropriate fire extinguishers are in place	High High	6	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Fire alarm tested weekly. Fire drills held on a regular basis Provide appropriate fire extinguishers are in place Ensure appropriate signage in place. That a risk assessment is in place.	Clerk Clerk	31/03/2020	<input type="text"/>

**Submitted to council:** \_\_\_\_\_

*No of issues listed:* **3**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Public buildings and Village hall</b>							
262	Physical Security of premises and contents  To safeguard council assets.  Define policy for security of premises and equipment Maintain asset register and photographs of all items of any value together with a digital back up copy. Allocate responsibility for security/control of equipment. All offices/premises are locked outside working hours. Letting agreements are in place with a condition to secure building on departure.	Medium Medium	4	Coxhoe Village Hall Association handles security and CCTV. Coxhoe Village Hall is insured for buildings cover by the council. Arrange a valuation each 5-10 years to ensure adequate cover.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>
269	Physical Vandalism.  To minimise the risk of loss/damage/injury arising from vandalism.  Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium Medium	4	Coxhoe Village hall Association takes control. Parish Council Officers continue informal liaison with Police to maintain visible presence.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 2

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: Cllr. Stuart Dunn \_\_\_\_\_

Signed by responsible Finance officer: Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Shelters &amp; Seats</b>							
0	<b>Environmental</b> Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.</i>  Maintain liaison with enforcement agencies. Determine policy for dealing with offenders.	Medium Low	3	Maintain liaison with enforcement agencies. Periodic seat inspections to take place.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>
0	<b>Physical</b> Injury or damage arising from use.  <i>To minimise risk arising from use.</i>  Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Low Medium	3	Periodic inspections to take place and records maintained.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: **2**

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Village Signs</b>							
0	<b>Financial</b> Inadequate budget provision  To ensure proper financial provision. Ensure service requirement included in annual budget.	Medium Medium	4	Ensure service requirement included in annual budget.	Clerk  Clerk	30/04/2019	<input type="checkbox"/>
206	<b>Physical</b> Vandalism  To minimise the risk of loss/damage/injury arising from vandalism. Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium High	5	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk  Clerk	24/03/2020	<input type="checkbox"/>
0	<b>Physical</b> Inadequate maintenance.  Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Medium Medium	4	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

Submitted to council: \_\_\_\_\_

No of issues listed: 3

Minute reference: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by chairperson - Chairperson name: Cllr. Stuart Dunn \_\_\_\_\_

Signed by responsible Finance officer: Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>War Memorials</b>							
208	Physical  Vandalism  <i>To minimise the risk of loss/damage/injury arising from vandalism.</i>  Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Medium  High	5	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk  Clerk	31/03/2020	<input type="checkbox"/>

**Submitted to council:** \_\_\_\_\_

No of issues listed: 1

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

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**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Web Sites</b>							
464	Administration/Legal Insurance  To protect council. Ensure that appropriate insurance cover is held by council.	Medium Medium	4	Ensure that appropriate insurance cover is held by council.	Clerk  Clerk	31/05/2019	<input type="text"/>
0	Administration/Legal Dependence upon an individual  To ensure that the site activity is not restricted to one person. Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	High High	6	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Clerk  Clerk	31/03/2020	<input type="text"/>
0	Administration/Legal Lack of motivation for continued management of website.  To minimise risk. Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content and update of the site content is carried out on an as required basis.	Medium High	5	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content and update of the site content is carried out on an as required basis.	Clerk  Clerk	31/03/2020	<input type="text"/>
0	Administration/Legal The placing of information on site that may put people at risk.  To minimise risk. Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.	Medium Medium	4	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.	Clerk  Clerk	30/06/2019	<input type="text"/>

0 <b>Technical</b>	Failure to meet needs/expectations of visitors to site.	<b>Medium</b>	4 Employ only suitably skilled persons to design develop site.	<i>Clerk</i>	31/03/2020
<i>To minimise risk.</i>		<b>Medium</b>	Maintain a record of all views, comments, complaints received.	Clerk	<input type="text"/>
Employ only suitably skilled persons to design develop site.			Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.		
Maintain a record of all views, comments, complaints received.					
Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.					

**Submitted to council:** \_\_\_\_\_

*No of issues listed: 5*

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**Risk / Hazard**

Ref	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Youth Service</b>							
	Administration/Legal Insurance	Medium High	5	Review insurance provision and ensure all staff aware of cover and restrictions	Clerk	30/06/2019	<input type="checkbox"/>
	Ensure adequate insurance in place; ensure staff are aware of insurance and any restrictions				Clerk		
	Administration/Legal not operating a safe service	Medium High	5	All provision to be overseen by a qualified Youth Worker who risk assesses provision and activities and keeps appropriate records; records to be kept securely; money to be banked in timely manner; incident reports and records of provision to be held in Clerk's office and passed to Clerk in a timely manner; update reports given to monthly Parish Council meetings by Youth Worker or Clerk.	Clerk	31/03/2020	<input type="checkbox"/>
	All provision to be overseen by a qualified Youth Worker who risk assesses provision and activities and keeps appropriate records; records to be kept securely; money to be banked in timely manner; incident reports and records of provision to be held in Clerk's office and passed to Clerk in a timely manner; update reports given to monthly Parish Council meetings by Youth Worker or Clerk.				Clerk		

**Submitted to council:** \_\_\_\_\_

No of issues listed: 2

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Chairperson name:** Cllr. Stuart Dunn \_\_\_\_\_

**Signed by responsible Finance officer:** Mrs Claire Llewelyn \_\_\_\_\_

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
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4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .